



## HRG Memorandum 14-31

**To:** KEHP HR Generalists (HRGs)  
**From:** Department of Employee Insurance (DEI)  
**Re:** Open Enrollment Grievance Deadlines  
**Date:** December 30, 2014

The Department of Employee Insurance receives numerous grievances every Open Enrollment period. Effective dates related to plan year 2015 Open Enrollment grievances are listed below:

- Grievances date stamped received between now and **January 7**, 2015 will have a coverage effective date of **January 1, 2015**.
- Grievances date stamped received between **January 8 and January 31**, 2015 will have a coverage effective date of **February 1, 2015**.

These dates have been established to ensure accuracy with claims and billing processes.

Starting February 1, 2015, the normal grievance process will resume.

